

## ACCEPTABLE INCOMING ITEMS LIST

Reference Administrative Directive 609.1

Revision Date 12/09/03

Only the items and amounts listed will be allowed. **ALL ITEMS MUST BE IN FACTORY SEALED CONTAINERS AND REQUIRE NO REFRIGERATION.** All acceptable incoming items will be inspected and repackaged, including those in Styrofoam containers, with foil pull tops, or on light metal or foil trays.

ITEM	ACCEPTABLE TYPE	COMMENTS	PERMITTED FROM
Batteries	Limit 10 per package		Vendor Purchase or Incoming Package
Beverages, decaffeinated only.	Tea, chocolate drink mix, creamers, fruit flavored drink mixes, bottled water with plastic caps. No more than 2 fluid liters per package (09/18/03)	No cans. No liter or quart size bottles.(1/17/02) No herbal/supplemental teas (04/26/01) No Kool-Aid (04/26/01)	Vendor Purchase or Incoming Package
Cakes, Pastries		Must have secondary sealed factory packaging.(04/26/01)	Vendor Purchase or Incoming Package
Candy, Crackers, Chips, Cookies, Nuts	In sealed, unopened factory containers. No shells on nuts will be permitted.	No liquor-filled candy, candy on sticks, gum, candied or dried fruit.(12/23/99)	Vendor Purchase or Incoming Package
Misc. Food	Dried soup; Cup of Soup only (05/11/00). Dried cereal. (10/22/99) In sealed, unopened factory containers.	No spices, sauces, salsas, condiments,(12/3/99) food supplements, medications, vitamins /minerals or cough drops (05/11/00) No supplemental or herbal bars(04/26/01)	Vendor Purchase or Incoming Package
Cassette tapes	Factory sealed only.(12/23/99)	On multiple sets, the Case may be stored.(1/27/00)	Vendor Purchase or Incoming Package
Clothing Items and Jewelry	Hats, caps, kufi cap (08/24/01) shower shoes. Non-mirrored sun glasses(1/27/00), wedding rings(1/27/00), watches and -stud-type earrings.(10/22/99) earplugs (05/16/02)	No knit watch caps. No metal parts in: shower shoes, hats/caps, wallets, or sunglasses (01/17/02). No heavy chains, medic Alert bracelets(12/3/99), medallions (05/11/00), beads(05/25/00), Or shoe laces.(04/13/00).	Vendor Purchase or Incoming Package
Gym Shoes		No metal supports/ reinforcements. Slippers available through Canteen.(1/27/00)	Vendor Purchase only
Headphones and case		No steel in the headband, cannot block out sound from the environment, cord thickness will not be greater than 16 guage (03/21/02)	Vendor Purchase only
Magazines/Books	Limit 10 per package.	No material on martial Arts.(1/27/00)	Vendor Purchase or Incoming Package
Meats, Cheeses	Dried meats/jerky or cheeses that require no refrigeration	No individual cheese/cracker packages(10/22/99), or Velveta.(10/22/99)	Vendor Purchase or Incoming Package
Medically-approved footwear, prescription eyeglasses and prosthetic devices	May be accepted after review by the Medical Director and Chief of DPS		Vendor Purchase or Incoming Package

ITEM	ACCEPTABLE TYPE	COMMENTS	PERMITTED FROM
Personal paper/supplies	Writing paper and envelopes, limit of 20 stamps. Family photos. Non-plastic file folders <sup>(1/17/02)</sup> . Calendars <sup>(10/22/99)</sup> .	Not to include pictures of patients or victims. No pencils/pens, metal/plastic bindings on pictures or posters <sup>(1/27/00)</sup> , heavy plastic sheet protectors <sup>(12/23/99)</sup> , adhesive labels <sup>(05/17/01)</sup>	Vendor Purchase or Incoming Package
Personal electronic equipment / games	Hand-held games and cartridges (Game-Boy type) <sup>10/22/99</sup> Calculators measuring less than 6x6x3. <sup>(1/27/00)</sup>		Vendor Purchase only
Plastic Items	Cups and tumblers, flexible plastic only, <sup>(1/27/00)</sup> Cereal bowls, less than 6" in diameter <sup>(3/3/00)</sup> no lids.	No thermo cups.	Vendor Purchase or Incoming Package
Radios/Stereos/LCD Clocks	Size limit 5 x 5 x 2	No radio accessories will be permitted <sup>(1/17/02)</sup>	Vendor Purchase only
Stamps	Collectible canceled stamps <sup>(10/22/99)</sup> and clear stamp hinges. <sup>(05/17/01)</sup>		Vendor Purchase or Incoming Package
Tobacco products	Cigarettes, chewing tobacco, and rolling papers. Flavored without alcohol <sup>(09/18/03)</sup>	No pipes allowed <sup>(08/23/00)</sup> No tips. <sup>(09/18/03)</sup>	Vendor Purchase only
Toys/Games/Hobbies	Playing cards <sup>(12/23/99)</sup> Foil packaging will be removed from all trading cards <sup>(1/17/02)</sup>	No dominoes, toy cars <sup>(12/99)</sup> paint kits <sup>(12/23/99)</sup> , weight lifting gloves <sup>(1/27/00)</sup> or board games <sup>(07/27/00)</sup>	Vendor Purchase or Incoming Package

### **VENDOR PACKAGE PROGRAM**

Patients may order certain items from approved vendors, which are:

1) Walkenhorst's	1774 Industrial Way, Napa CA 94558, 800-660-9255
2) Music By Mail	PO Box 090424 Brooklyn, NY 11209, 800-989-8100
3) Fred Stoker	
4) Access Catalog	10840 Lin Page, St. Louis, Missouri 63132, 800-325-1134
5) Radio Shack	<del>(Atascadero, Ca only)</del> for the 5" LCD TV ONLY – Pending Policy Review
6) J & R Music World	59-21 Queens Midtown Exp, Maspeth NY 11378, 800-426-6027 - (for the purchase of game boy cartridges only)
7) Edward R. Hamilton Booksellers	Falls Village, CT 06031-5000, no phone number
8) C.B.D. (Christian Book Distributors)	PO Box 7000 Peabody, MA 01961-7000, 1-800-247-4784 (for purchase of books and tapes)
9) Eastbay	PO Box 8066 Wausau, WI 54402-8066, 1-800-826-2205 (for purchase of shoes and hats)

Not all items in catalogs offered by an approved vendor are permitted. All items must comply with current hospital policies. No upgraded items will be allowed as replacement by the Vendor. (08/23/00)

The items listed as permitted from vendor purchase only will only be accepted if shipped directly to ASH from one of the approved vendors. Patients or their families/friends can order approved items from these vendors.

Prior to submission, orders for Vendor purchases will be reviewed by the Unit Supervisor/ designee for appropriateness and compliance with policy. All items will be opened in the Package Room, in accordance with existing policies and procedures. Inappropriate items will be returned to the vendor or family.